



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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December 16, 2003

In Reply Refer To:
1510 (CA-944) P

EMS TRANSMISSION: 12/16/03

Instruction Memorandum No. CA-2004-010

Expires: 09/30/05

To: Deputy State Directors, District Manager, Field Managers
From: State Director
Subject: Reducing the Number of Employees with Access to the Charge Card
Purchase Business Line and Convenience Checks

DD: 01/23/04

I.M. No. BC-2004-012 addresses the need to reduce the number of employees with access to the charge card purchase business line and convenience checks. To further that goal, the Bureau has established a process to reduce the number of such accounts.

Unless adequate justification is provided to BC-620 by January 30, 2004, the following actions will be taken by BC-620:

- Any cardholder with access to the purchase business line who had 12 or fewer purchase transactions in FY 2003 will be moved to a travel-only option set; their charge card account will be cancelled if they were on a purchase-only option set.
- Convenience check access will be cancelled for any cardholder with 12 or fewer convenience check transactions in FY 2003.

All addressees to this memo will be provided a listing of all cardholders in their respective offices that have accounts with the purchase business line who had 12 or fewer purchases transactions in FY 2003. They will be provided the same listing for convenience check writers.

Supervisors must review charge card purchase/convenience check information using the criteria outlined in Attachment 1 to IM B.C. 2004-012 and provide their responses to Rosalind Davis, Agency Program Coordinator no later than **January 23, 2004**.

The response must list any purchase cardholder or convenience check writer with 12 or fewer transactions for whom it is requested that authority not be withdrawn, and must include justifications for not withdrawing the authority. It is not adequate to simply state that an individual may need access to the authority at some time. The justification must show that the purchases being performed by the individual cannot be performed by another individual in the organization and that retaining purchase or convenience check authority is necessary for the successful accomplishment of the organization's mission.

Questions regarding this requirement may be directed to Rosalind Davis at (916) 978-4523 or Mike Adams at (916) 978-4511.

Signed
James W. Abbott
Acting State Director

Authenticated by
Louise Tichy
Records Management

2 Attachments:

1. IM No. BC-2004-012 (7 pp, including attachments)
2. Justification Form (1 pp)